

## MARADMIN 290/03

«-----»

**Date signed:** 06/17/2003 **MARADMIN Number:** 290/03

R 170733Z JUN 03

FM CMC WASHINGTON DC(uc)

TO AL MARADMIN(uc)

MARADMIN

BT

UNCLASSIFIED

MARADMIN 290/03

MSGID/GENADMIN/CMC WASHINGTON DC MRA MM//

SUBJ/FY04 ENLISTED RETENTION GUIDELINES//

REF/A/DOC/MMEA-6/04MAR1996/-//

REF/B/MSG/MM/091501ZJUN2003//

REF/C/DOC/C 472/22MAY2002/-//

REF/D/DOC/MPP-25/05APR1993/-//

NARR/REF A IS MCO P1040.31H, ENLISTED CAREER PLANNING AND RETENTION MANUAL. REF B IS MARADMIN 271/03, FY04 FIRST TERM ALIGNMENT PLAN (FTAP) PROCESSING. REF C IS MCO P1200.7X, MILITARY OCCUPATIONAL SPECIALTIES MANUAL. REF D IS MCO 1220.5J, ENLISTED LATERAL MOVE PROGRAM.//

POC/M T CUCCIO/MAJ/MMEA-6/-/TEL:DSN 278-9240 /TEL:COM (703) 784-9240  
//

GENTEXT/REMARKS/1. THIS MARADMIN ESTABLISHES THE POLICIES AND PROCEDURES FOR THE FY04 FIRST TERM ALIGNMENT PLAN (FTAP) AND FY04 SUBSEQUENT TERM ALIGNMENT PLAN (STAP).

2. THE FOLLOWING DEFINITIONS ARE ESTABLISHED:

A. BOATSPACE: AN AVAILABLE REENLISTMENT OPPORTUNITY SPECIFIED BY MOS.

B. OPEN MOS: A MOS IN WHICH REENLISTMENT OPPORTUNITIES(BOATSPACES) EXIST.

C. CLOSED MOS: A MOS IN WHICH NO REENLISTMENT OPPORTUNITIES (BOATSPACES) REMAIN.

D. FAST FILLING MOS: AN MOS THAT RECEIVES MORE FIRST TERM REENLISTMENT REQUESTS THAN BOATSPACES AVAILABLE PRIOR TO 1 AUG 2003.

E. FTAP MARINE: A MARINE ON HIS/HER INITIAL CONTRACT OF ENLISTMENT WHO MUST COMPETE FOR A BOATSPACE DURING THE FISCAL YEAR OF EAS. FY04 FTAP MARINES HAVE AN EAS BETWEEN 1 OCT 2003 TO 30 SEP 2004.

F. STAP MARINE: A MARINE IN THE RANK OF CORPORAL, SERGEANT, STAFF SERGEANT, OR GUNNERY SERGEANT WHO HAS PREVIOUSLY REENLISTED AND TAKEN AN FTAP BOATSPACE. STAP MARINES DO NOT HAVE TO COMPETE FOR A BOATSPACE. CAREER MARINES WHO REENLIST BETWEEN 1 OCT 2003 AND 30 SEP 2004 WILL BE COUNTED TOWARD THE FY04 STAP GOAL.

3. FY04 FTAP BOATSPACES ARE ONLY AVAILABLE TO FY04 FTAP MARINES. REENLISTMENT REQUESTS FROM MARINES WITH EAS'S IN OUT-FISCAL YEARS WILL BE CONSIDERED ON A CASE-BY-CASE BASIS.

4. THE CMC (MMEA) RETAINS FINAL AUTHORITY TO APPROVE/DISAPPROVE ALL REENLISTMENT REQUESTS.

5. ALL FTAP REENLISTMENT AUTHORITIES WILL INCLUDE A NO LATER THAN (NLT) DATE ALLOWING TEN WORKING DAYS TO EXECUTE REENLISTMENT. IN THE EVENT REENLISTMENT IS NOT EXECUTED BEFORE THE NLT DATE, THE REENLISTMENT AUTHORITY WILL BE REVOKED AND WILL BE CONSIDERED VOID. IN THE EVENT AN EXTENSION OF A NLT DATE IS NECESSARY, THE CMC (MMEA-6) WILL CONSIDER EACH REQUEST ON A CASE-BY-CASE BASIS.

6. COMMANDERS ARE AUTHORIZED TO EXTEND FY04 FTAP MARINES WITH AN EAS BETWEEN 01 OCT 2003 AND 31 DEC 2003, WHO HAVE SUBMITTED REENLISTMENT REQUESTS, TO 28 FEB 2004. THIS PERMITS FTAP MARINES

TO AWAIT CMC RESPONSE TO THEIR REQUEST.

7. FTAP SUBMISSION GUIDELINES:

A. PER REF A, ALL FTAP MARINES MUST COMPETITIVELY ACHIEVE A BOATSPACE DURING THEIR FISCAL YEAR OF EAS.

B. FY04 FIRST TERM MARINES REQUESTING REENLISTMENT IN THEIR PRIMARY MILITARY OCCUPATIONAL SPECIALTY (PMOS) MAY SUBMIT REQUESTS BEGINNING 1 JUL 2003. REQUESTS SUBMITTED PRIOR TO 1 JUL 2003 WILL BE RETURNED WITH NO ACTION TAKEN.

C. REQUESTS FOR REENLISTMENT IN FAST FILLING MOS'S WILL BE CONSIDERED IN ACCORDANCE WITH REF B.

D. THE CMC (MMEA) WILL RELEASE RESPONSES TO FY04 REENLISTMENT REQUESTS BEGINNING IN AUG 2003. FY04 FTAP REENLISTMENT AUTHORITIES MAY BE EXECUTED ON OR AFTER 1 OCT 2003. EXECUTION OF FY04 REENLISTMENT AUTHORITY PRIOR TO 1 OCT 2003 IS NOT AUTHORIZED AND WILL BE CONSIDERED ERRONEOUS.

E. 24 MONTH REQUESTS FOR REENLISTMENT FOR FTAP MARINES ARE NOT AUTHORIZED UNLESS THE MARINE IS GRANTED BY THE CMC (MMEA-6) A 24 MONTH CONTRACT FOR FURTHER OBSERVATION.

8. REQUESTS FOR FTAP LATERAL MOVES:

A. PER REFS B AND C, MARINES REQUESTING LATERAL MOVES MAY BEGIN SUBMITTING REQUESTS ON 1 DEC 2003. REQUESTS FOR LATERAL MOVES SUBMITTED PRIOR TO 1 DEC 2003 WILL BE RETURNED WITHOUT ACTION TAKEN.

B. MARINES IN CLOSED MOS'S MAY BE CONSIDERED FOR LATERAL MOVES. ALL REQUESTS FOR LATERAL MOVE OUT OF OPEN MOS'S WILL REQUIRE ENDORSEMENT FROM THE MARINE'S COMMANDING GENERAL. REQUESTS FOR LATERAL MOVE OUT OF OPEN MOS'S WHICH ARE NOT ACCOMPANIED BY A COMMANDING GENERAL'S ENDORSEMENT WILL NOT BE CONSIDERED.

C. THE CMC (MMEA) WILL TENTATIVELY WAIVE THE OPEN STATUS OF AN MOS FOR MARINE'S WHO REQUEST LATERAL MOVE INTO MOS 0211, 0241, 2336, 2823, 2834, 5821, 4429, 6276 OR 8421. ADDITIONALLY, LATERAL MOVE REQUESTS FOR THESE MOS'S WILL BE ACCEPTED BEGINNING 1 JUL 2003.

D. THE CMC (MMEA-6) WILL BEGIN RELEASING RESPONSES TO LATERAL MOVE REQUESTS IN JAN 2004.

E. PER REF D, LATERAL MOVE REQUESTS MUST INCLUDE THREE MOS CHOICES FOR WHICH THE MARINE IS QUALIFIED. EACH LATERAL MOVE MOS CHOICE MUST BE AN OPEN MOS.

F. REQUESTS FOR LATERAL MOVE INTO CLOSED MOS'S WILL NOT BE CONSIDERED.

G. FOR THOSE MOS'S THAT REQUIRE SCHOOLING, SCHOOL SEAT AND APPROPRIATION DATA FOR APPROVED LATERAL MOVES WILL BE ISSUED ONCE THE MARINE HAS EXECUTED REENLISTMENT FOR THE APPROVED LATERAL MOVE. MARINES WHO LATMOVE INTO MOS'S THAT DO NOT REQUIRE SCHOOL WILL RECEIVE PCS/PCA ORDERS AS APPROPRIATE.

9. QUALITY REENLISTMENT PROGRAM (QRP):

A. THE QRP PERMITS HQMC TO AUTHORIZE BOATSPACES FOR FTAP MARINES IN CLOSED MOS'S UNDER THE FOLLOWING GUIDELINES:

- (1) MUST HAVE THE COMMANDING OFFICER'S RECOMMENDATION FOR A QRP BOATSPACE.
- (2) MUST BE A CORPORAL OR SERGEANT.
- (3) PRO/CONS MUST AVERAGE 4.5/4.5 IN SERVICE.
- (4) 1ST CLASS PFT.
- (5) NO HISTORY OF ASSIGNMENT TO WEIGHT CONTROL/BODY COMPOSITION PROGRAM.
- (6) NO NJP, COURT MARTIAL, OR CIVILIAN CONVICTIONS.

B. QRP BOATSPACES ARE INTENDED FOR FTAP MARINES IN CLOSED MOS'S WITH EXCEPTIONAL PERFORMANCE RECORDS WHO WISH TO REMAIN IN THEIR PMOS RATHER THAN Laterally MOVE.

C. QRP BOATSPACES MAY NOT EXCEED 105% IN ANY MOS OR MORE THAN ONE BOATSPACE PER MOS IN CASES WHERE ONE BOATSPACE

EQUALS MORE THAN FIVE PERCENT.

D. ONLY 100 TOTAL FTAP QRP BOATSPACES WILL BE EXECUTED IN FY04.

E. TO SELECT MARINES COMPETING FOR QRP BOATSPACES, A MONTHLY QRP BOARD WILL BE HELD BY THE CMC (MMEA) DURING THE FIRST WEEK OF EACH MONTH. 15 QRP BOATSPACES WILL BE AUTHORIZED EACH MONTH BEGINNING IN NOV 2003. BOARD MEMBERS INCLUDE OFFICERS AND STAFF NONCOMMISSIONED OFFICERS FROM THE CMC (MMEA).

F. QRP REQUESTS MUST BE SUBMITTED TO THE CMC (MMEA-6) NLT THE LAST DAY OF EACH MONTH. COMMANDS MAY SUBMIT RELEVANT PAPER WORK INCLUDING, BUT NOT LIMITED TO, LETTERS OF RECOMMENDATION.

G. QRP REQUESTS MUST BE FOR 48 MONTHS ONLY.

H. QRP REQUESTS WILL NOT BE CONSIDERED FOR MOS'S THAT HAVE REACHED 105%.

I. MARINES NOT SELECTED BY A PARTICULAR QRP BOARD MAY RESUBMIT DURING SUBSEQUENT MONTHS IF THEY DESIRE.

10. COMMANDING GENERAL (CG) AUTHORITY FOR REENLISTMENT:

A. BEGINNING 15 NOV 2003, CG'S MAY LOCALLY REENLIST FY04 FTAP MARINES UNDER THE FOLLOWING GUIDELINES:

- (1) FIRST TERM MARINES ONLY.
- (2) MEETS ALL REENLISTMENT PREREQUISITES.
- (3) REQUIRES NO WAIVER.
- (4) REQUIRES NO LATERAL MOVE OR EXTENSION.
- (5) OPEN MOS'S ONLY (NO QRP CANDIDATES).
- (6) CG'S MAY REENLIST FIRST TERM MARINES IN ANY OPEN MOS WHERE NO MORE THAN 90% OF THE BOAT SPACES ARE EXECUTED.
- (7) CG'S MAY REENLIST FIRST TERM MARINES FOR 36 OR 48 MONTHS.

B. UNITS MUST NOTIFY THE CMC (MMEA-6) VIA TOTAL FORCE RETENTION SYSTEM (TFRS) WITHIN 48 HOURS OF EXECUTING A REENLISTMENT UNDER CG AUTHORITY. NOTIFY MMEA-6 BY EMAIL IF TFRS IS INOPERABLE.

C. REFER TO MARADMIN 470/01 AND 210/02 FOR MORE GUIDANCE ON CG REENLISTMENT AUTHORITY.

11. FTAP REENLISTMENT INCENTIVES:

A. SELECTIVE REENLISTMENT BONUS PROGRAM (SRBP). INFORMATION FORTHCOMING VIA SEPARATE CORRESPONDENCE. 48 MONTHS ARE REQUIRED FOR SRB-ELIGIBLE MARINES TO RECEIVE A SRB.

B. REENLISTMENT INCENTIVE SCHOOL SEATS. INFORMATION FORTHCOMING VIA SEPARATE CORRESPONDENCE.

C. DUTY STATION INCENTIVE.

(1) FIRST TERM MARINES AUTHORIZED REENLISTMENT IN THEIR PMOS MAY REQUEST DUTY STATION ASSIGNMENTS IN CONJUNCTION WITH REENLISTMENT REQUESTS. DUTY STATION ASSIGNMENTS WILL BE BASED ON:

- (A) THE NEEDS OF THE MARINE CORPS
- (B) BILLET VACANCIES
- (C) MARINE PREFERENCE

(2) AN FY04 FIRST TERM MARINE WITH TWO OR MORE YEARS ON STATION MUST INDICATE THE MCC OF AT LEAST THREE DUTY STATION ASSIGNMENTS ON THE RELM.

(3) ONE OF THESE CHOICES MUST BE A SPECIAL DUTY ASSIGNMENT (RECRUITING DUTY, DI DUTY, MSG DUTY, SECURITY FORCES DUTY, SOI DUTY), RETENTION ON STATION, OR ONE OF THE FOLLOWING MCC'S:

- 121 - 1ST MARDIV
- YAB - DEFERRED
- 122 - 2ND MARDIV
- YOO - AS DIRECTED
- 124 - 3RD MARDIV
- Y01 - FMF OVERSEAS

169 - 1ST FSSG  
Y02 - FMF CONUS  
151 - 2ND FSSG  
Y04 - FMF WEST COAST  
1C2 - 3RD FSSG  
Y05 - FMF EAST COAST  
145 - 1ST MAW  
142 - 2ND MAW  
143 - 3RD MAW

(4) IN THE EVENT FTAP MARINES HAVE LESS THAN TWO YEARS ON STATION, THEY SHOULD REQUEST DEFERRAL OF THEIR DUTY STATION INCENTIVES UNTIL 6 MONTHS PRIOR TO COMPLETING THEIR CURRENT TOUR OF DUTY. REQUESTS FOR ASSIGNMENTS OF DUTY STATION INCENTIVES SHOULD BE SENT VIA NAVAL MESSAGE TO THE CMC (MMEA-8).

(5) IN CERTAIN INSTANCES, THE CMC (MMEA) MAY NOT BE ABLE TO ASSIGN MARINES TO ONE OF THE MCC'S LISTED AS A DUTY STATION INCENTIVE. IN THESE CASES, THE MONITOR WILL PROVIDE A LIST OF AVAILABLE MCC'S.

(6) FTAP MARINES GRANTED LATERAL MOVE IN CONJUNCTION WITH REENLISTMENT WILL BE ASSIGNED IN ACCORDANCE WITH THE NEEDS OF THEIR NEW MOS. ADDITIONALLY, THEY ARE NOT ELIGIBLE FOR SPECIAL DUTY ASSIGNMENT. MARINES REQUESTING LATERAL MOVE MAY SUBMIT DUTY STATION PREFERENCES WITH THEIR REQUEST. EVERY EFFORT WILL BE MADE TO ASSIGN THE MARINE TO THEIR PREFERRED DUTY STATION. HOWEVER, DUTY STATION ASSIGNMENT CHOICE IS NOT GUARANTEED.

(7) IF A REQUEST IS SUBMITTED WITHOUT DUTY STATION OPTIONS, THE CMC (MMEA) WILL MAKE A REENLISTMENT DECISION. IF APPROVED, THE FTAP MARINE WILL STILL BE REQUIRED TO EXECUTE REENLISTMENT BEFORE THE NLT DATE SPECIFIED. EXTENSIONS TO NLT DATES WILL NOT BE APPROVED SOLELY FOR THE PURPOSE OF DETERMINING DUTY STATION INCENTIVES.

12. SUBSEQUENT TERM ALIGNMENT PLAN (STAP). STAP IS DESIGNED TO FOCUS ON THE RETENTION OF CAREER MARINES IN THE GRADES OF SERGEANT, STAFF SERGEANT, AND GUNNERY SERGEANT.

A. PER REF A, FY04 CAREER MARINES REQUESTING REENLISTMENT IN THEIR PMOS MAY SUBMIT FOR REENLISTMENT UP TO 365 DAYS PRIOR TO EAS.

B. ALL STAP REENLISTMENT AUTHORITIES WILL INCLUDE A NO LATER THAN (NLT) DATE. REENLISTMENT MAY BE EXECUTED ANYTIME BETWEEN RECEIPT OF THE APPROVED RELM AND THE NLT DATE.

C. STAP MARINES WHO SUBMIT REENLISTMENT REQUESTS 9 TO 12 MONTHS PRIOR TO EAS WILL BE GRANTED 180 DAYS TO EXECUTE REENLISTMENT AUTHORITY.

D. STAP MARINES WHO SUBMIT REENLISTMENT REQUESTS LESS THAN 9 MONTHS FROM EAS WILL BE GRANTED 90 DAYS TO EXECUTE REENLISTMENT AUTHORITY.

E. IN THE EVENT REENLISTMENT IS NOT EXECUTED BEFORE THE NLT DATE, THE REENLISTMENT AUTHORITY WILL BE REVOKED AND WILL BE CONSIDERED VOID.

F. IN THE EVENT AN EXTENSION OF A NLT DATE IS NECESSARY, THE CMC (MMEA-6) WILL CONSIDER EACH REQUEST ON A CASE-BY-CASE BASIS.

13. STAP REENLISTMENT INCENTIVES:

A. SELECTIVE REENLISTMENT BONUS PROGRAM (SRBP). INFORMATION FORTHCOMING VIA SEPARATE CORRESPONDENCE. 48 MONTHS ARE REQUIRED FOR B-ELIGIBLE MARINES TO RECEIVE A SRB.

B. REENLISTMENT SCHOOL SEATS. INFORMATION FORTHCOMING VIA SEPARATE CORRESPONDENCE.

14. POC IS CAPT A.H. SNOWDEN OR MGYSGT SUMABAT AT DSN 278-9238 OR COMMERCIAL (703) 784-9238.//